I am writing in response to your Information request:

**FOI66243**

1. What was the total number of working days lost for your organisation due to sickness absence in the last financial year? April 2013- March 2014 and may I request, that your reply be broken down to reflect your organisation's structure of Directorates, for example a council might have Adult Care Services, Child Care Services, Waste and Highways Services etc.

2. What was the total number of employees (also known as average Head Count) from April 2013 to end of March 2014 and broken down into directorates as in your reply to Q1.

3. What was the average FTE staff numbers to reflect your organisation's structure as laid out in Q1 covering time period from April 2013 to end of March 2014 March

Example of Data expected for questions 1, 2 & 3 to be supplied in separate excel document **not** embedded in an word document or PDF file

**Response:** Please see the table below relating to Qs1-3:

<table>
<thead>
<tr>
<th>Directorate</th>
<th>Headcount</th>
<th>FTE</th>
<th>Days lost to sickness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult &amp; Community Services</td>
<td>685</td>
<td>440.8</td>
<td>3847.67</td>
</tr>
<tr>
<td>Children's Services</td>
<td>393</td>
<td>303.11</td>
<td>2428.34</td>
</tr>
<tr>
<td>Corporate Services</td>
<td>346</td>
<td>291.94</td>
<td>1482.62</td>
</tr>
<tr>
<td>Operations</td>
<td>363</td>
<td>329.87</td>
<td>2972.06</td>
</tr>
</tbody>
</table>

5. What was the total cost of temporary and or cover staff for your organisation from April 2013 to March 2014

**Response:** We do not hold this information

6 During the period April 2013 to March 2014 what was the percentage of return to work interviews held and documented on:

(A) The day the employee returned

(B) The week the employee returned to work but NOT on the first day

(C) Outside the first week or not held at all.

<table>
<thead>
<tr>
<th>RTW meeting Held</th>
<th>% of RTW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day employee returns to work</td>
<td></td>
</tr>
<tr>
<td>RTW meeting held in first</td>
<td></td>
</tr>
<tr>
<td>week but not on day employee returned</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>RTW interview held outside of first seven days or not held at all</td>
<td></td>
</tr>
</tbody>
</table>

**Response:** We do not hold this information

If you are unhappy with the information we have provided in response to your request please write to:

Information Management Team Manager  
Royal Borough of Windsor & Maidenhead  
Town Hall, St Ives Road  
Maidenhead  
SL6 1RF

or send an e-mail to martin.tubbs@rbwm.gov.uk

We are proud to be one of the leading authorities in England for consistently responding to information requests within the 20 working days set down by statute. Information about our performance and summaries of requests received can be found on our website:

[http://www.rbwm.gov.uk/web/foi_information_requests.htm](http://www.rbwm.gov.uk/web/foi_information_requests.htm)

We are keen to hear about your experience with the Information Management Team here at the Royal Borough of Windsor & Maidenhead and look forward to receiving any comments you have about the way your information request was processed.

Please send any feedback to the Information Management Team Manager either by e-mail martin.tubbs@rbwm.gov.uk or in writing to the address above.

Yours sincerely

**Ben Savage**  
Information Management Officer  
Legal Department  
Corporate Directorate  
Royal Borough of Windsor & Maidenhead  
Town Hall, St.Ives Road  
Maidenhead SL6 1RF